



DEPARTMENT OF THE NAVY
COMMANDER, MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

IN REPLY REFER TO

12713

Ser N00/002177

16 JUL 2013

MEMORANDUM FOR DISTRIBUTION

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND EQUAL OPPORTUNITY (EO)
POLICY

Ref: (a) SECNAVINST 5354.2
(b) OPNAVINST 5354.1F

1. As Commander and Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Officer, I am personally committed to Military Sealift Command (MSC) being a model employer with a diverse and effective workforce. This commitment must be exemplified through employment practices and procedures.

2. The Military Sealift Command EEO/EO Policy is to:

a. Ensure equality of opportunity in the employment and development of a quality workforce without regard to race, color, sex, religion, national origin, and reprisal for military personnel and these additional biases against age, disability, and or genetic information for civilian employees.

b. Afford employees the opportunity to seek EEO counseling within 45 calendar days of an alleged discriminatory incident and to ensure those who use the EEO complaint system may do so without fear of reprisal. Military complaint procedures shall be effective and timely in accordance with reference (b).

c. Promote a workplace free of unlawful discrimination and or any form of unwelcome harassment including sexual or non-sexual. Managers and supervisors will respond swiftly to allegations of unlawful discrimination with appropriate and or corrective actions.

3. Every member of our workforce is responsible for embracing the enforcement of this policy. If you encounter EEO/EO issues or concerns, I urge you to talk with your supervisor, EEO official, Equal Opportunity Advisor (EOA), or Command Managed Equal Opportunity (CMEO) Manager.

4. This memorandum shall be widely disseminated and prominently posted on official bulletin boards throughout the workplace and MSC websites for viewing. This policy supersedes the previous EEO Policy dated 20 September 2012.

T. K. SHANNON